



TOURISM INFRASTRUCTURE INVESTMENT PROGRAM GUIDELINES 2007

Purpose - The purpose of the Tourism Infrastructure Investment Program (TIIP) is to provide grant funding to facilitate the development of new tourism-related products, and the enhancement of existing products to encourage visitors to stay in the state of Montana longer. Such developments and enhancements will strengthen Montana's presence in the marketplace as a competitive tourism destination.

Program Summary -

Source of funds:

Travel Montana, a division of the Montana Department of Commerce, as part of its annual operating budget utilizing Montana Lodging Facility Use Tax revenues, will provide the funding for the TIIP.

Amount of funds available annually:

Travel Montana will set the TIIP Grant funding amount as part of its annual budgeting process. The amount will be identified as part of Travel Montana's budget at the June Tourism Advisory Council meeting and announced through various public information sources.

Number and dollar amount of grant awards:

There is no set number of grant awards that may be made in any fiscal year. However, the total dollar amount of the grant award(s) to be made each year may not exceed the total amount of the TIIP funding set by Travel Montana for that specific year. The minimum grant funding that can be allocated to any one proposed project in any fiscal year will be \$20,000. The maximum grant funding that can be allocated to any one proposed project will be the maximum of the TIIP funding set for that given fiscal year. A proposed project may receive all, or a portion of the grant funding requested in a specific grant proposal.

Program matching funds policy:

The project sponsor must provide a match to the funds available through the TIIP. The required project sponsor match will be a minimum \$1.00 for every \$2.00 in TIIP monies allocated. The project match must be in the form of a monetary investment (hard match) or money invested in the project during the current fiscal year and the immediate previous fiscal year prior to the application deadline. Proposed matches will be reviewed on a specific project by project basis by

Travel Montana. The proof of the hard match or money invested in the project will have to be provided prior to the release of any TIIP funds.

Un-allocated grant funds:

Grant funds not allocated through the TIIP in any given fiscal year will revert back to Travel Montana's general budget to be re-allocated to other Travel Montana programs.

Time period for spending grant funds:

The project must be completed within 18 months from the signing of the contract by the Department of Commerce.

Program Fund Usage - Only non-profit, tourism-related projects will be eligible for TIIP funding. The TIIP Scoring Committee will review projects submitted for consideration and determine specific project eligibility, rating and level of funding to be allocated. The following types of usage would be allowed and encouraged with funds as part of the TIIP (list is not all-inclusive):

- * Project construction costs (brick & mortar) associated with building new and/or remodeling or preserving existing tourism and recreation attractions, historical sites and artifacts
- * Costs associated with purchasing new and/or existing tourism and recreation attractions, historical sites and artifacts
- * Equipment purchased for specific tourism project operation

The following types of usage would not be allowed with funds as part of the TIIP (list is not all-inclusive):

- * Salaries and administrative costs such as rent, postage, utilities, taxes, etc.
- * Entertainment, honoraria
- * Travel, food or lodging
- * Marketing, advertising, trade shows
- * Infrastructure such as community roads, sewers, sidewalks, water systems, etc.
- * Routine upkeep and maintenance expenses
- * Market research/feasibility studies

Program Application Process -

Program Applicants:

TIIP Grant funds will only be allocated to applicant sponsors officially representing tourism-related, non-profit groups (such as chambers of commerce, economic development corporations, community clubs or organizations, historic preservation associations, etc.). Program applicants must be officially recognized by the IRS as having a non-profit status. Montana Indian tribes, cities and counties would be considered as qualifying tourism-related, non-profit groups for the purposes of applying for TIIP Grant funds.

State and federal public-sector agencies may apply for grant funds as a part of this program, but may be considered lower in priority to qualified private-sector applicants.

Applicants may apply in successive years, regardless of receiving funding in previous TIIP project applications. Applicants awarded TIIP funds are eligible to re-apply for program funds only after they have successfully completed and closed out their TIIP project contract. Applicants and projects receiving TIIP funds within the previous 5 years may be considered lower in priority to other qualified applicants.

Applications for the TIIP Grants are updated by March of each year. To access a current TIIP Application, contact Travel Montana's Tourism Development Coordinator, 406-841-2795, or download the forms from the program's website: <http://travelmontana.mt.gov/forms/>

Project Grant Proposal Review, Scoring & Selection Procedure:

Grant proposals received by the established deadline set forth in the application will be reviewed and scored by the TIIP Scoring Committee. This committee will, at a minimum, be comprised of two representatives from the Montana Department of Commerce's Travel Montana program and three representatives from the Tourism Advisory Council.

Grant proposals will be scored on the strength and merit of the proposal as demonstrated in the responses to the TIIP Application's questions and requests for information. Grant proposals must respond to all sections of the TIIP Grant Application in the manner requested by the application's questions and requests for information. One grant proposal must be submitted for each project requesting funding consideration.

Following its review and scoring, the committee will present its TIIP Grant Funding recommendation list to the Tourism Advisory Council at their Fall meeting. The Council will act on these recommendations and develop a TIIP Grant funding recommendation list to be sent to the Montana Department of Commerce Director for final approval.

Disbursement of Funds - Following the Montana Department of Commerce Director's approval of the TIIP Grant Funding recommendation list, Travel Montana will initiate

and coordinate the completion of necessary contractual agreements between the Department of Commerce and the appropriate project sponsor(s). Such contractual agreements will outline, among other pertinent details, a Project Implementation Schedule, Duties and Expectations of each party and penalties for non-performance. Upon finalization of the necessary contractual documentation, Travel Montana will facilitate the steps necessary to distribute the grant funds to the appropriate project sponsor(s).

No TIIP funds may be obligated until the contract has been signed by both the project sponsor and the Department of Commerce. TIIP funds may only be used for the purpose approved in the application.

Project Status Reports - Project sponsors receiving TIIP Grant fund awards will be required to submit quarterly project development and implementation update reports from the time the contract is finalized until such time as the proposed project is completed, and/or until such time as the 18-month time period has expired. These brief reports must follow a pre-determined format to include a short narrative describing the present status of the funded project and an accounting of grant funds invested to date in the development and implementation of the specific project. Project sponsors may also be invited to present project status reports to meetings of the Tourism Advisory Council.